



INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. POST Panama	2. AGENCY DOS	3a. POSITION NO. A52655
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3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK. Yes A52645, A52646, A52648, A52649, A52651, A52652, A52654, A52657, A52658, A52659 No

4. REASON FOR SUBMISSION

a. Reclassification of duties: This position replaces
Position No. _____, _____ (Title) _____ (Series) _____ (Grade)

b. New Position

c. Other (explain) Recruitment Process

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority	Gardener, 1310	FSN-2; FP-CC	MM	08/17/10
b. Other				
c. Proposed by Initiating Office	1310 Groundskeeper	FSN-2	JRS	06-15-10

6. POST TITLE POSITION (if different from official title) Grounds Keeper	7. NAME OF EMPLOYEE
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8. OFFICE/SECTION US EMBASSY, Panama	a. First Subdivision Facilities
b. Second Subdivision	c. Third Subdivision

9. This is a complete and accurate description of the duties and responsibilities of my position.	10. This is a complete and accurate description of the duties and responsibilities of this position.
_____ Typed Name and Signature of Employee Date(mm-dd-yy)	_____ Typed Name and Signature of Local Supervisor Date(mm-dd-yy)

11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position.	12. I have satisfied myself that this is an accurate description of the position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.
_____ Typed Name and Signature of American Supervisor Date(mm-dd-yy)	_____ Typed Name and Signature of Human Resources Officer Date(mm-dd-yy)

13. BASIC FUNCTION OF POSITION
Plants and maintains lawns and gardens, performs laborers tasks as required. Responsible for the hand tool inventory.

14. MAJOR DUTIES AND RESPONSIBILITIES **80 % OF TIME**
Grounds Keeping
Plants and maintains gardens and lawns at the U.S. Embassy Panama. Prepares soil and plants, cultivates, and fertilizes, waters, sprays, prunes, and transplants shrubs, trees, ornamental plants and flowers. Seeds, fertilizes, waters, and generally maintains lawns. (see continuation sheet)

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a. Education:
Completion of primary school is required.
- b. Prior Work Experience:
One year experience as grounds laborer or gardener in horticulture and grounds maintenance experience are required to include experience in chemical spraying.
- c. Post Entry Training: None. During probationary period incumbent must take Safe Lifting and Carrying Practices Training. Also must receive on-the-job training to learn location of all embassy buildings and to understand general hierarchy of the embassy as well as of the Management and GSO sections.
- d. Language Proficiency: List both English and host country language (s) proficiency requirements by level (I, II) and specialization (sp/read): Level 1 (Rudimentary) Speaking/Reading/Writing English language is required. Level III (good working knowledge) Speaking/Reading/Writing Spanish language is required.
- e. Job Knowledge: Must have good knowledge of care and maintenance of plants, flowers and lawns common to the local area. Must know basic landscaping. Must know how to use gardening and landscaping equipment. Must know basic maintenance for gardening equipment. Knowledge of organic and non-organic fertilizers, insecticides and their application is required.
- f. Skills and Abilities: Must be creative when doing landscaping. Must be able to recognize various diseases, fungus and plagues that effect local vegetation. Must be able to recommend treatments. Must be able to stand or walk for long periods of times. Must be alert at all times to check that the exterior of the embassy building is clean and tidy and to make sure tree branches are trimmed to avoid that they fall and may cause damage to property or people.

16. POSITION ELEMENTS

- a. Supervision Received: Works under supervision of the GSO/Maintenance Supervisor and on a daily basis under the Foreman and the senior groundskeeper.
- b. Supervision Exercised: None.
- c. Available Guidelines: US Embassy policies and procedure. GSO Safety requirements and procedures.
- d. Exercise of Judgment: Must be fair and equal in his treatment of all employees. Application of safe labor practices.
- e. Authority to Make Commitments: None
- f. Nature, Level and Purpose of Contacts: Co-workers within the section, contractors, vendors and other visitors needing escort into the building.
- g. Time Expected to Reach Full Performance Level: One-year

14. MAJOR DUTIES AND RESPONSIBILITIES (Continuation)

15%

Basic maintenance Task

Cleans and sweeps roads and walkways and trims their borders. Cleans drainage ditches and trims their borders. Collects Garbage inside the compound.

Miscellaneous

5%

Performs basic operator's maintenance of equipment to include cleaning.